



Anywhere Pad

Android User Manual

For Anywhere Pad Version 4
Manual Version: 20140730R1



Table of Contents

Overview	3	Documents	32
Mobile App Installation and Login	4	View Documents	33
Meetings	6	My Account	34
Prepare for a Scheduled Meeting	6	Logout and Clear Offline Data	34
Start a Scheduled Meeting	7	Unlink Box or Dropbox Accounts	35
Join a Meeting	8		
Meeting and Annotation Features	12		
Invite More Participants During a Meeting	13		
Add Meeting Documents	14		
Manage Sticky Notes	15		
View Meeting Agenda	16		
Become the Presenter	17		
Pass the Presenter Role	18		
Lock Participants' Screens	19		
Pause & Resume Following a Presenter	21		
Use the Laser Pointer	22		
Thumbnail View	23		
Search Text	24		
Open a Whiteboard Discussion	25		
Review Previous Meetings	26		
Start a Quick Meeting	27		
About Shared and Private Annotations	31		



Anywhere Pad Overview

Welcome to Anywhere Pad



Anywhere Pad is a cross-platform paperless boardroom solution that enables corporate administrators and board members to share and communicate via a central platform of documents and meetings. Accessible through web browser, iPad, iPhone* and Android devices, Anywhere Pad streamlines the board meeting processes and reduces risk by providing directors easy and secure access to important board information and materials anywhere, anytime.

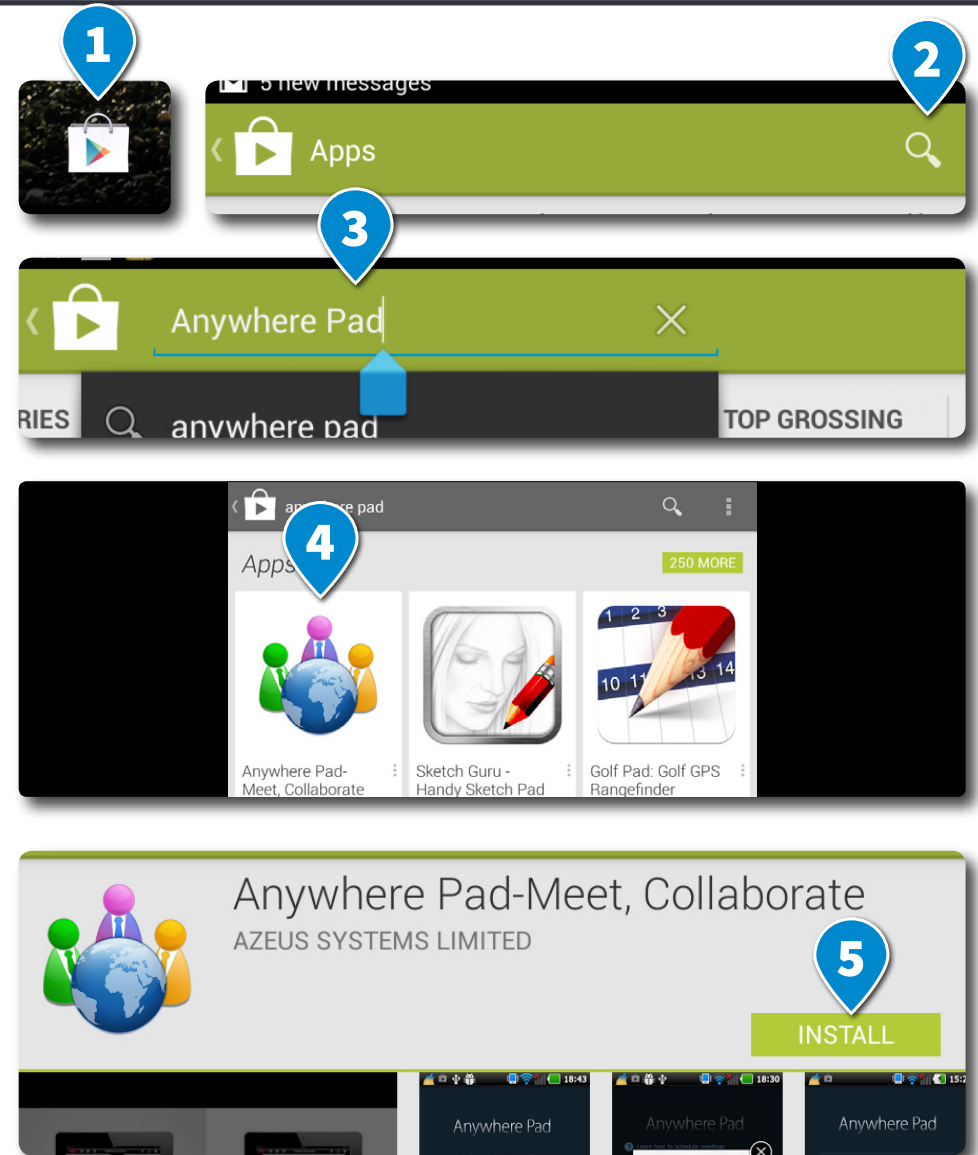
*The iPhone version has limited functionality, e.g. supports joining but not hosting meetings.



Mobile App Installation and Sign In Android

Install from Google Play Store

1. Using your Android device, launch the **Play Store** app.
2. Tap .
3. Type “Anywhere Pad” and tap on .
4. Select **Anywhere Pad** from the list.
5. Tap **Install**.
6. On the permissions dialog, tap **Accept**.

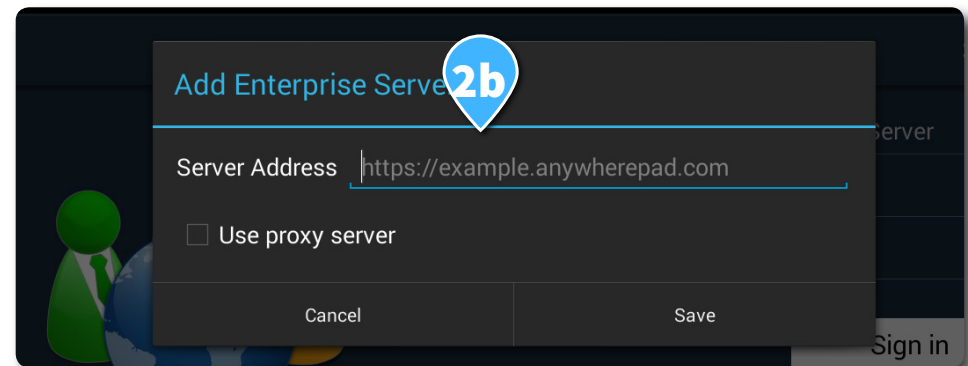
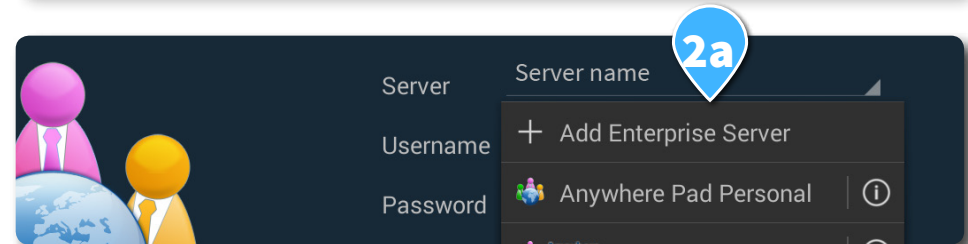
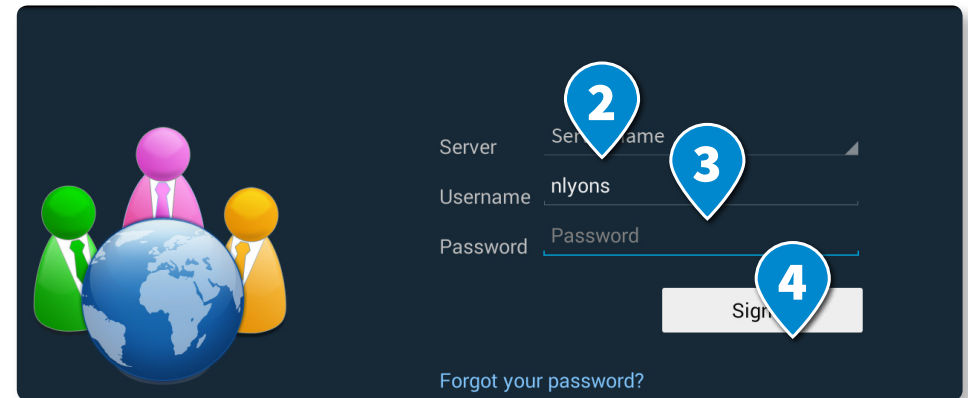




Mobile App Installation and Sign In

Sign In to the Anywhere Pad App

1. On your mobile device, tap the **Anywhere Pad** icon.
2. Specify the server to be used.
 - a) To add an enterprise server, tap **Add Enterprise Server** from the Server dropdown.
 - b) On the Server Settings window, specify the **Server Address** and tap **Save**.
 - c) If multiple servers have been added, the next time you sign in, just tap **Server** and choose from the drop-down list which server to use for the current session.
3. Enter your **Username** or **Email** and **password**.
4. Tap **Sign in**.





Meetings

Prepare for a Scheduled Meeting

Before a scheduled meeting starts, you can preview the meeting documents and files in the Anywhere Pad app. You can also jot down private notes and annotations, which you can refer to during the meeting.

1. In the **Anywhere Pad app**, tap **Meetings***
2. Tap **View** on the selected meeting or **Download** when the meeting has not been downloaded before.
3. Tap **View Meeting**, to preview the meeting materials.
4. Review meeting materials and exit when done.

*Published meetings are visible to all the attendees of the meeting. Unpublished meetings are only visible to the organisers of that meeting.

You can filter the list to show only the meetings under a company group or of a specific meeting type using the dropdowns under **Show**.

The image shows two screenshots of the Anywhere Pad app. The first screenshot (labeled 1) shows the 'Meetings' screen with a list of meetings. The second screenshot (labeled 2) shows the 'View Meeting' screen for a 'Monthly Board Meeting'. The third screenshot (labeled 3) shows the 'View Meeting' screen for a 'Monthly Board Meeting' with details like Date, Duration, Venue, Company, Meeting Type, Organisers, and Agenda. The fourth screenshot (labeled 4) shows the 'View Meeting' screen for a 'Monthly Board Meeting' with details like Date, Duration, Venue, Company, Meeting Type, Organisers, and Agenda.

1 Meetings

2 View

3 Meeting Information

4 Monthly Board Meeting

Monthly Board Meeting

Tuesday, August 26, 2014 6:45 PM GMT+8 (Hong Kong Time)
Duration: 1 hour
No venue
Solvitech - Board
(Only invited participants can join the meeting)

Organisers
Nina Lyons

Participants
Albert James
Andrea Christie
Andrew Simon
Chris Moore
Giselle Grant
Grace Richardson
Mary Jane Fortuna

Agenda
1 01 Meeting Details
2 02 Approval of Draft Board Minutes
3 03 CEO Report
4 04 Financial Snapshot

Monthly Board Meeting

Date	August 26, 2014 6:45 PM (Hong Kong Time)
Duration	1 hour
Venue	No venue
Company	Solvitech
Meeting Type	Board
Organisers	Nina Lyons

Agenda

1 01 Meeting Details

01 Meeting Details.pdf UNREAD

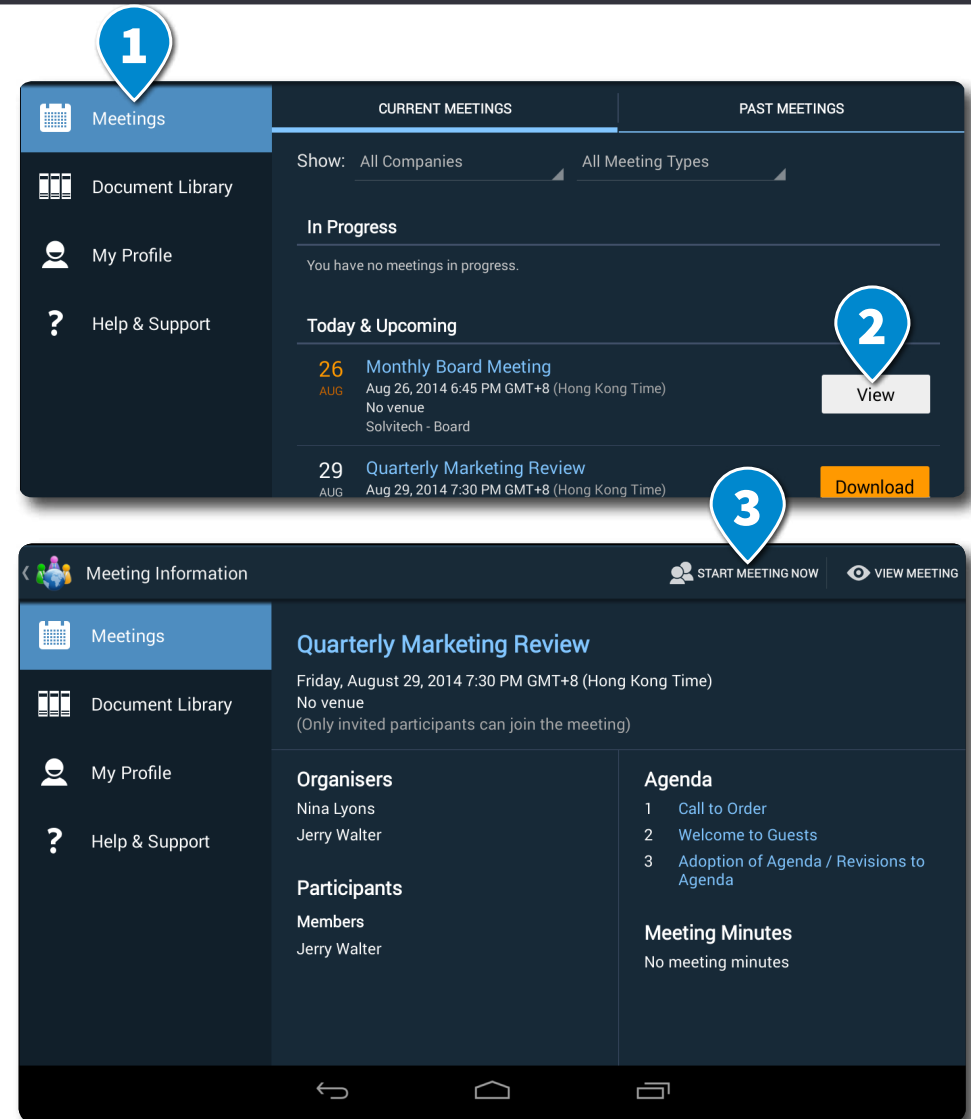


Meetings

Start a Scheduled Meeting

Meetings that are scheduled on the web portal need to be started from within the Anywhere Pad app

1. In the **Anywhere Pad app**, tap **Meetings**.
2. Tap **View** on the meeting that you want to start or **Download** when the meeting has not been downloaded before.
3. Tap **Start Meeting Now**.





Meetings

Join a Meeting

Join an Anywhere Meeting via Email

1. Check email notifications from Anywhere Pad*.
2. Click **Join Meeting on Anywhere Pad** button in the email message.

You are being invited to join the below meeting on Anywhere Pad.

Meeting Title: **Regular Meeting of the Board of Directors**
Invited By: Nina Lyons
Meeting Date: 17-Jan-2014 2:00 PM GMT+8
Venue: -
Duration: 2 hours
Participants: Nina Lyons
Albert James
Francis Dale
Jerry Walter
Agenda:
1. Confirmation of the Minutes of the Last Board Meeting
2. Closure of Action Items from the Last Board Meeting
3. Report on the Proposed Acquisition
4. Summary of the Proposed Acquisition
5. Declaration of Dividends

To view the meeting details on your mobile device, click the following button.

Join Meeting on Anywhere Pad

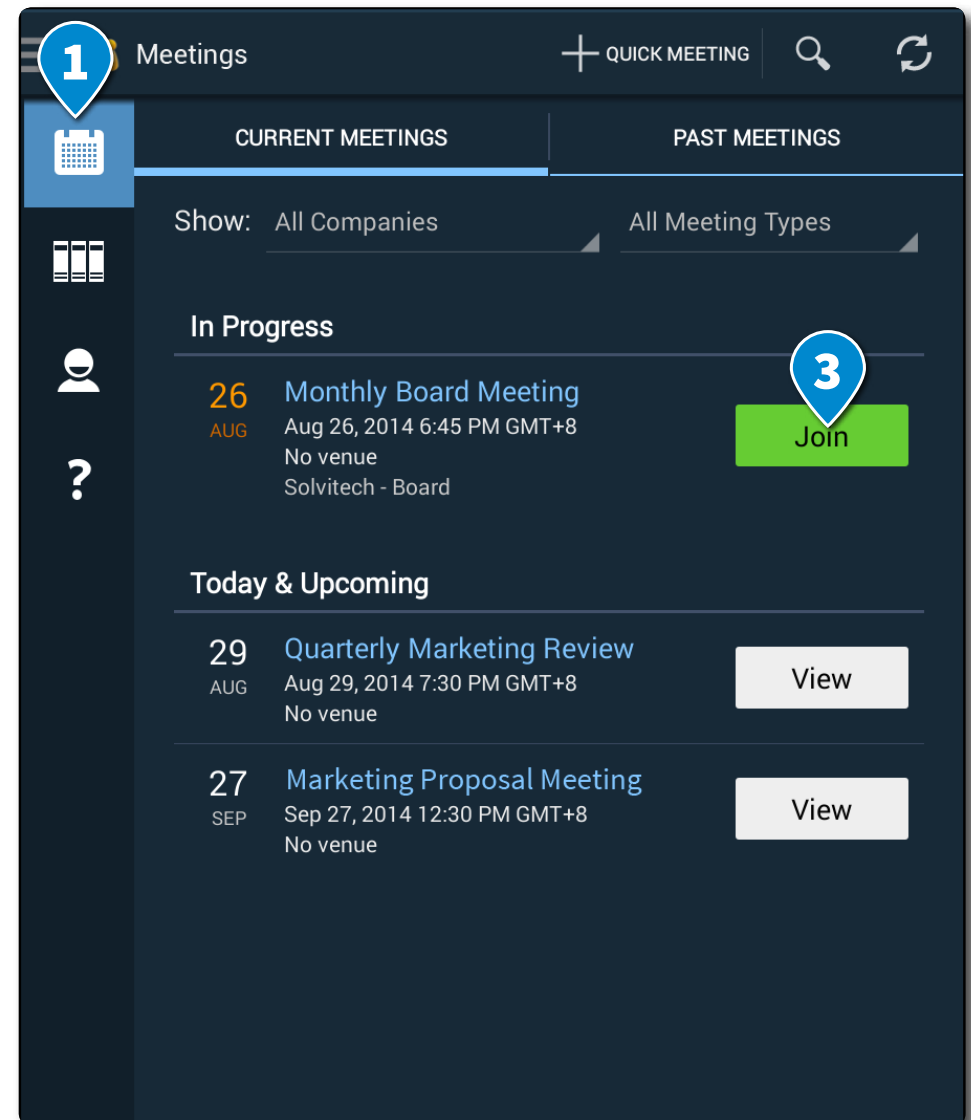
* If you are on the hosted / cloud service, the sender will be *meeting.invitation@anywherepad.com*. Otherwise, it would be sent by *anywherepad@<your_company_email_server>*.



Meetings Join a Meeting

Join an Anywhere Meeting from within the app

1. In the **Anywhere Pad app**, tap **Meetings**.
2. Select the meeting you want to join
3. Tap **Join**.





Meetings

Meeting and Annotation Features

Anywhere Pad makes meetings interactive and focused. Its real-time presentation functions allow the presenter to guide the audience through the discussion. Participants can jot down shared and private notes using the built-in annotation and note-taking features.

Shared

and the aims in terms of recruitment. She reported that there were 50 vacancies, which would reduce to 19 in January with further interviews scheduled in early January. She added that bank and agency staff had been used where there were vacancies.

DB and PD questioned what assurance the Board should gain and what improvements the Board should expect to see as a result of the Ward staffing review. PS responded that:

- the assurance was that the Trust nurse staffing levels in line with the latest Royal College of Nursing guidance on nursing staff to patient ratios produced in 2012;
- improvements would be monitored through the Nursing Quality Indicators around pressure ulcers, falls, infection control and complaints which would be reviewed at Ward level every six months; and
- improvements were also tied into leadership on the Wards and the "Time to Lead" programme which was discussed at the Board meeting last month.

SP asked how the Trust was managing the integration of the new members of staff and the impact on the organisation. PS noted that the electronic rostering system which can be used as a tool to ensure correct levels of staffing. PS noted the challenges particularly with newly qualified nurses but commended the quality of the Trust in their first year to provide me

HL added that there was clear evidence that if an organisation

Tap and drag to draw

Meeting Infor...

Discussion Items

Participants

Annotate and jot notes

Notes & Action Items

View older versions of the meeting file

Monty Board M

Date August 26, 2014 6:45 PM (Hong Kong Time)

Duration 1 hour

Venue No venue

Company Solvitech

Meeting Type Board

Organisers Nina Lyons

Agenda

- 01 Meeting Details
 - 01 Meeting Details.pdf UNREAD
- 02 Approval of Draft Board Minutes
 - 02 Approval of Draft Board Minutes.pdf UNREAD
- 03 CEO Report
 - 03 CEO Report.doc UNREAD
- 04 Financial Snapshot
 - 04 Financial Snapshot.pdf UNREAD
- 05 Review – Engineering
 - Review – Engineering.pptx UNREAD
- 06 Closed Session

Tap anywhere to show the thumbnail bar for jumping to any page

Change the presenter

You are presenting










Meetings

Meeting and Annotation Features

The Toolbar

When you are in a meeting, you'll see the following elements.







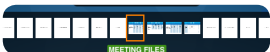
What you see	What it's for
 Discussion Items	View and navigate between the meeting agenda and corresponding meeting documents. Add files to the meeting even when the meeting is in progress.
 Participants menu	List participants in the meeting and the current presenter. Add participants to the meeting. Assign presenter / request presenter control.
 Annotation menu	Access the annotation tools.
 Notes and Action Items	List notes and action items to the meeting documents.
 View older versions	View older versions of a document
 Help overlay	Display or hide the overlay help.
 More menu	Access other features such as web browsing and full screen mode.



Meetings

Meeting and Annotation Features




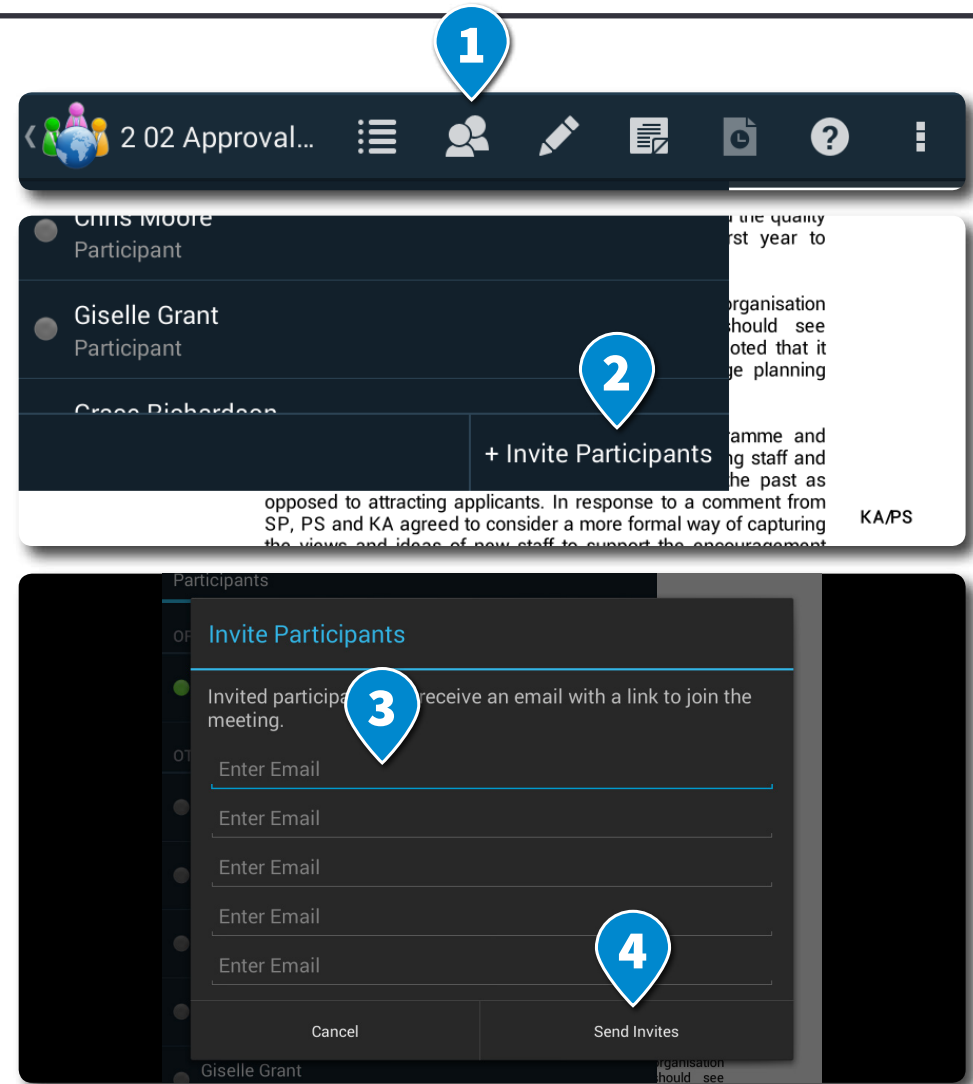
What you see	What it's for
 Sticky Notes	Tap anywhere on the page or highlight text in a document to add sticky note.
 Highlighter	Swipe across sections of text to highlight them.
 Eraser	Tap a drawing, highlight, or sticky note to remove them.
 Pen Tool	Make freehand drawings.
<div><div>Private Annotations</div><div>Shared Annotations</div></div> <div>Private Annotations Shared Annotations</div>	Switch between shared and private annotations.
 Thumbnail Bar	Shows the thumbnail view of pages in the meeting; tap on a thumbnail to go that page.



Meetings

Invite More Participants During a Meeting

1. Tap  on the toolbar.
2. Tap **+ Invite Participants**.
3. Enter the email addresses of invitees.
4. Tap **Send Invites**. Invitees will receive an email invitation from the server with a link to join the meeting.




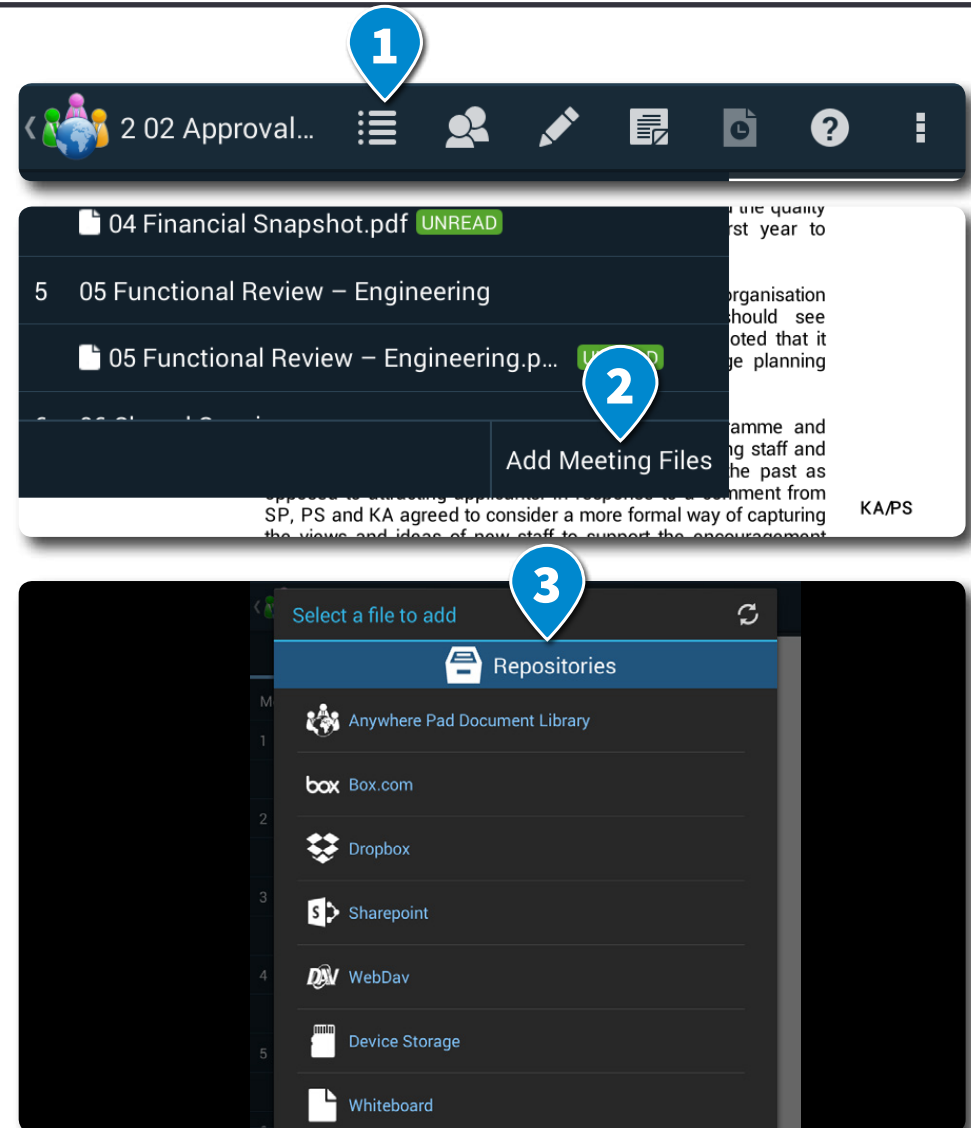


Meetings

Add Meeting Documents

In addition to the files and documents that the host or other users uploaded through the Anywhere Pad web portal, you can also add meetings files to share to other participants during a meeting.

1. On the toolbar, tap .
2. Tap **Add Meeting Files**.
3. Navigate to and tap the file you want to add.





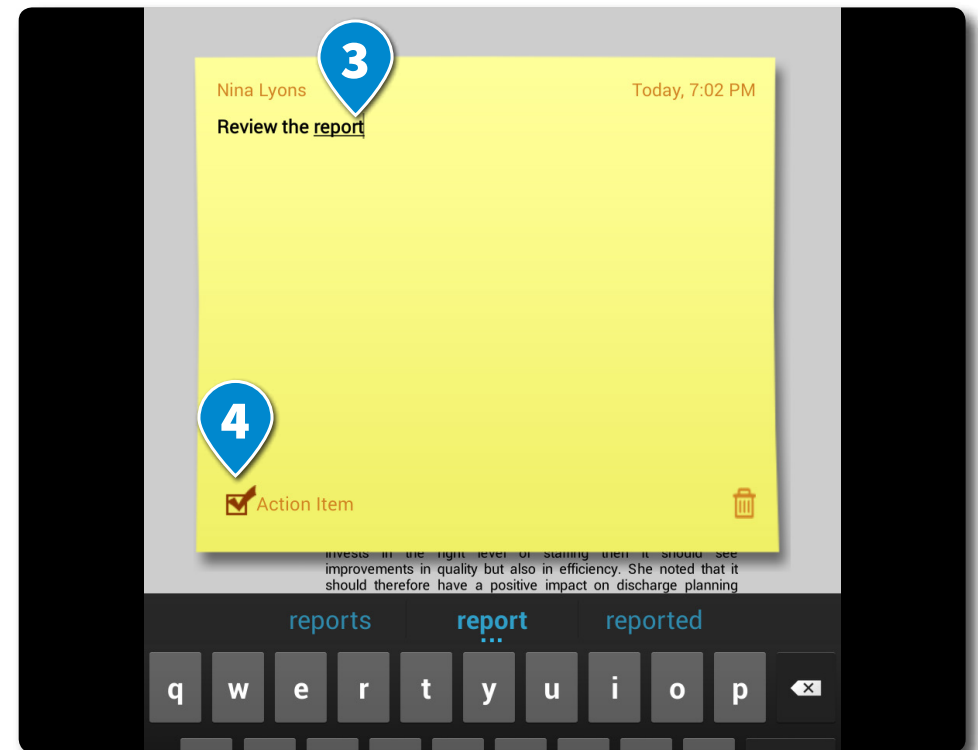
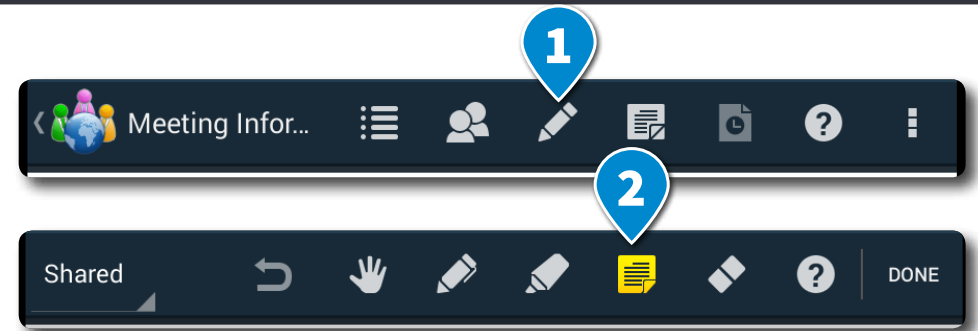


Meetings

Manage Sticky Notes

On a meeting document, you can add action items, which may serve as reminders on topics you need to follow up later. Using **Sticky Notes**, you can affix action items to topics or agenda items on a document page. You can also list the action items of a meeting.

1. Tap  on the menu.
2. Tap  then tap on an area of the page to add a new Action Item, or tap an existing sticky note on the page.
3. Compose the text of the Action Item.
4. Tap **Action Item**.
5. Tap outside the sticky note to exit.





Meetings

View Meeting Agenda

1. In the **Anywhere Pad app**, tap **Meetings**.
2. Tap **View** on the meeting you want to view or **Download** when the meeting has not been downloaded before.
3. See the listed agenda.
To view more of the agenda and the files under them, tap **View Meeting**.





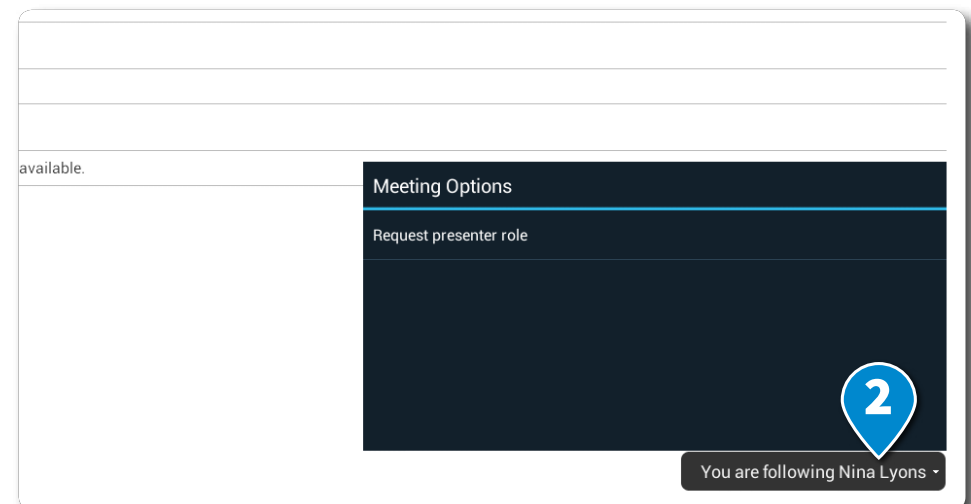
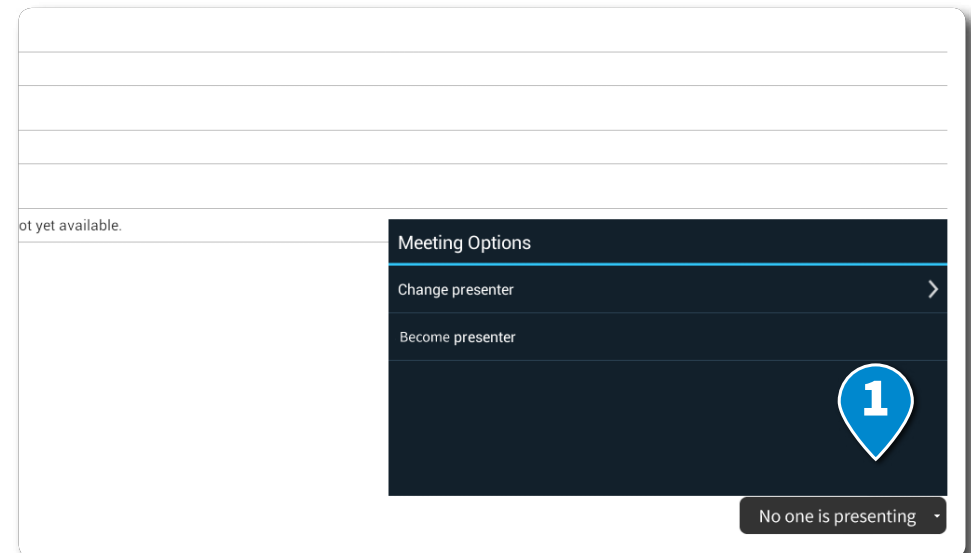
Meetings

Presenter Control During a Meeting

During a meeting, one of the participants can take up the role of a presenter. The presenter controls the meeting flow by controlling what page is seen by other participants. Annotations made by the presenter on meeting documents are automatically shared to all participants in real-time. By default, the user who started the meeting becomes the presenter. The presenter role can be passed to other participants as the meeting goes.

Become the Presenter

1. When no one has assumed the presenter role yet, tap **No one is presenting**, then tap **Become presenter**.
2. If someone is presenting, tap **You are following [presenter's name]**, then tap **Request presenter role**.



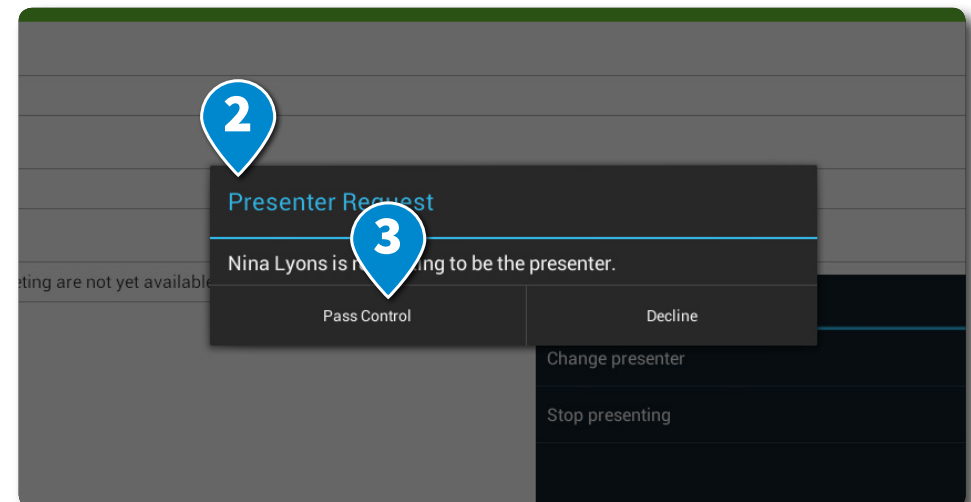
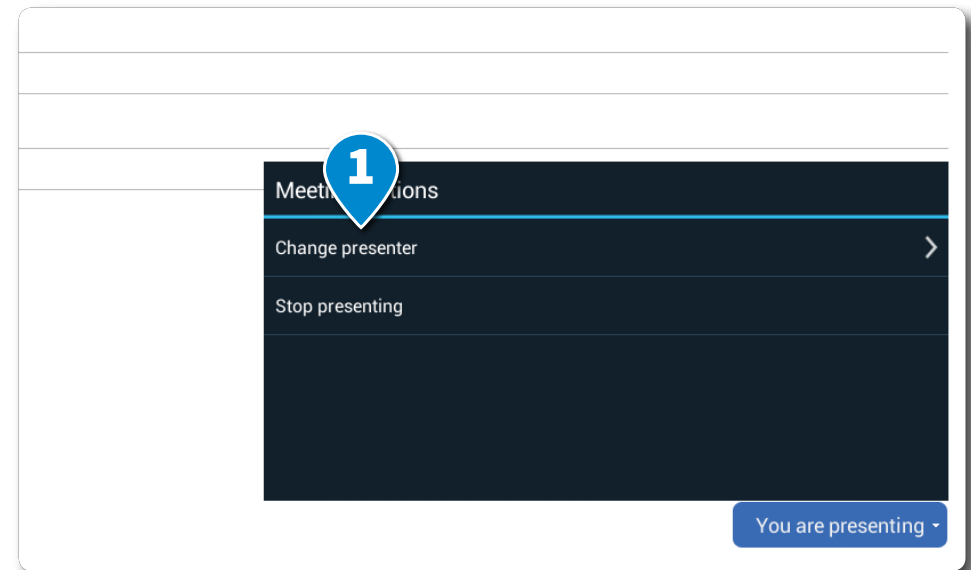


Meetings

Presenter Control During a Meeting

Pass the Presenter Role

1. If you are the current presenter, meeting host, chairperson or secretary, you can assign the presenter role to any user at any time. Tap **You are presenting** or **You are following [presenter's name]**, then tap **Change presenter**. Tap the participant to whom you want to pass the presenter role.
2. If you are the current presenter and someone is requesting to take your place as the presenter, a **pop-up message** will be displayed on your screen.
3. Tap **Pass Control**, to pass the presenter role to the one who's requesting it.





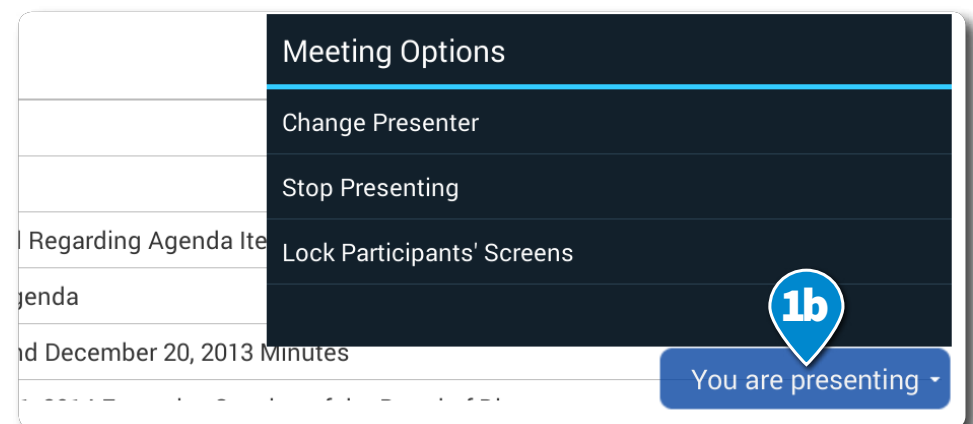
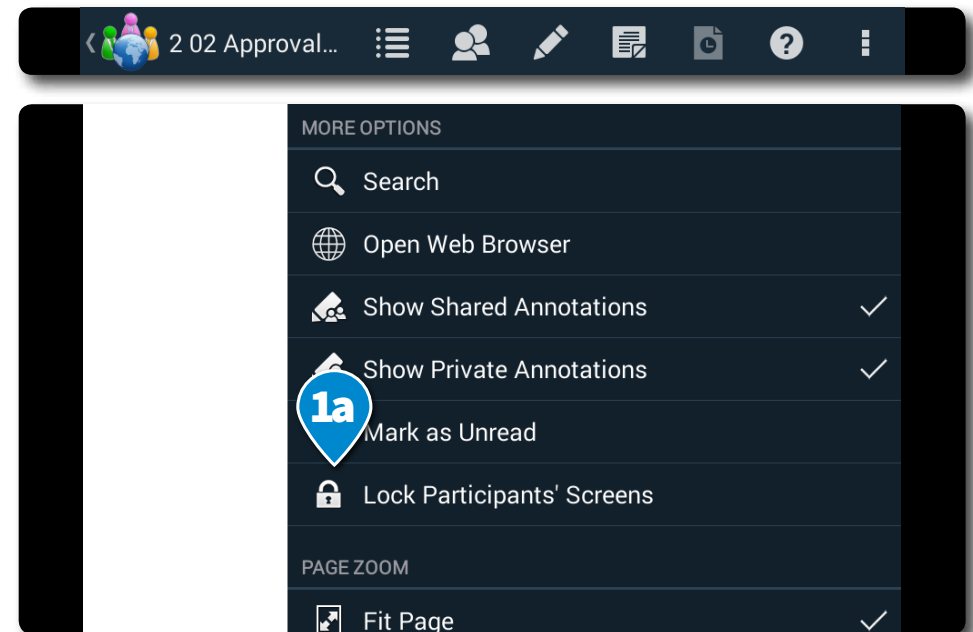
Meetings

Presenter Control During a Meeting

Lock Participants' Screens

By default, Anywhere Pad allows participants to flip to other pages and not follow the presenter's flow, if they want to. The presenter can choose to prevent participants from skipping to other pages.

1. There are two ways to lock participants' screens:
 - a. Tap the **More** menu and tap **Lock Participants' Screen**.
 - b. Tap the presenter control and tap **Lock Participants' Screen**.

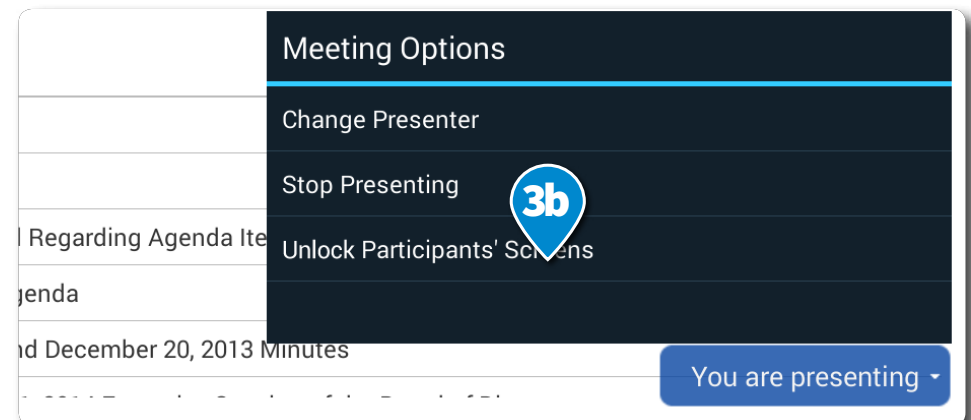
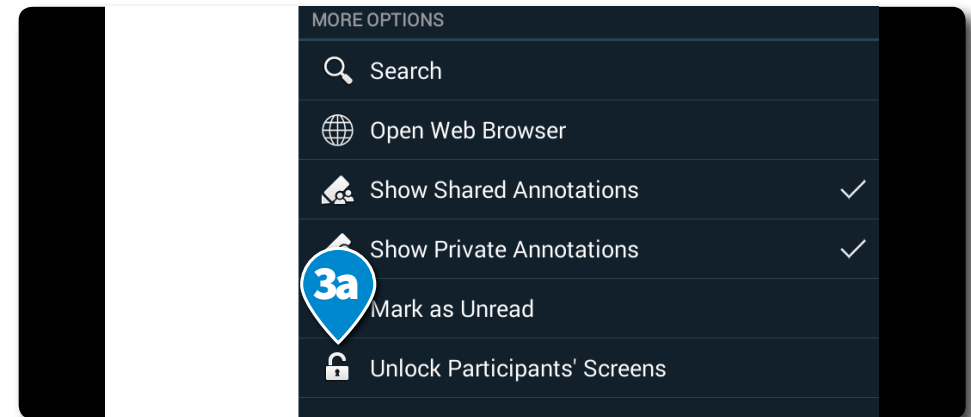




Meetings

Presenter Control During a Meeting

2. When the participant attempts to navigate to other pages, a warning will be displayed on his screen.
3. To unlock the participants' screens:
 - a. Tap the **More** menu and tap **Unlock Participants' Screen**.
 - b. Or tap the presenter control and tap **Unlock Participants' Screen**.

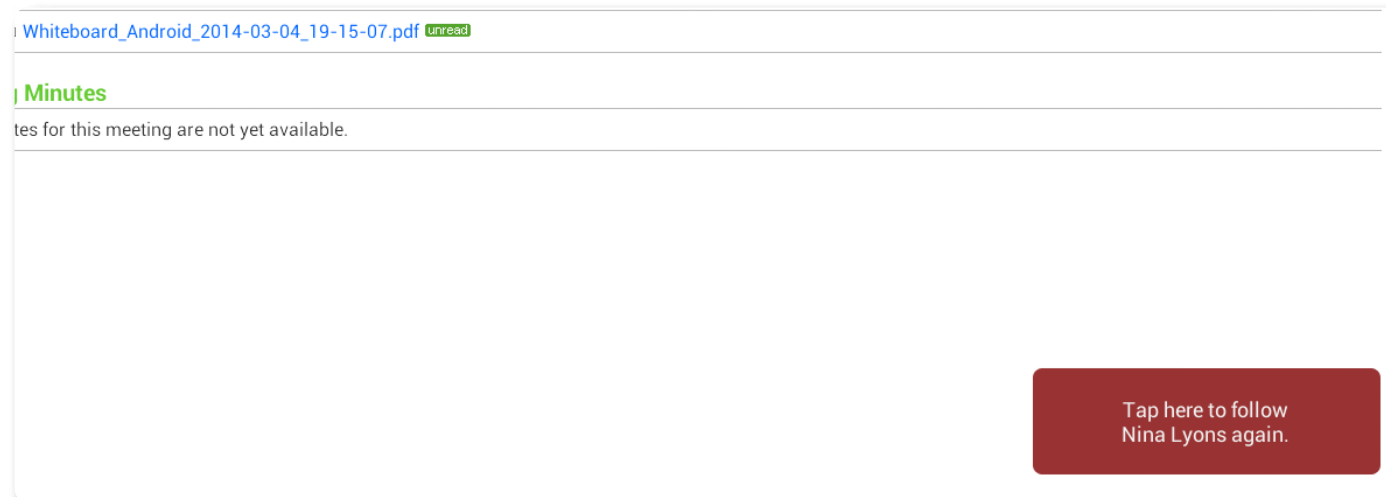




Meetings

Pause & Resume Following the Presenter

There are times when you need to view other parts of the document even when the discussion is already on a certain page. You can browse other pages and not follow the presenter by simply swiping away from the page where the presenter is on. To follow the presenter again, tap **Tap here to follow [presenter's name] again.**

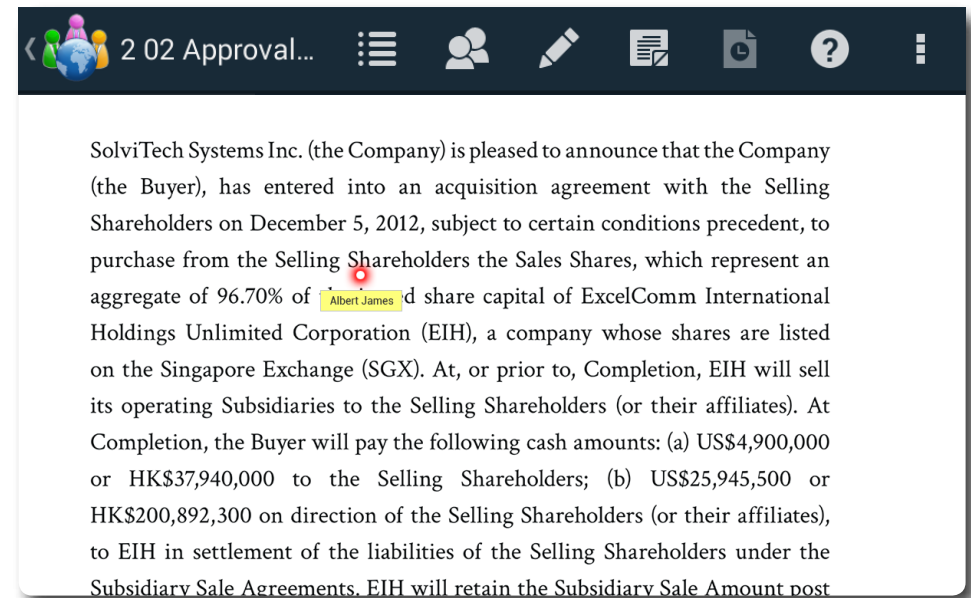




Meetings Use Laser Pointer

Anywhere Pad lets you focus attention on a specific part of the page by using the laser pointer tool.

To use the laser pointer, tap and hold on the area of the page to which you wish to draw other participants' attention.



* If you are on the hosted / cloud service, the sender will be *meeting.invitation@anywherepad.com*. Otherwise, it would be sent by *anywherepad@<your_company_email_server>*.

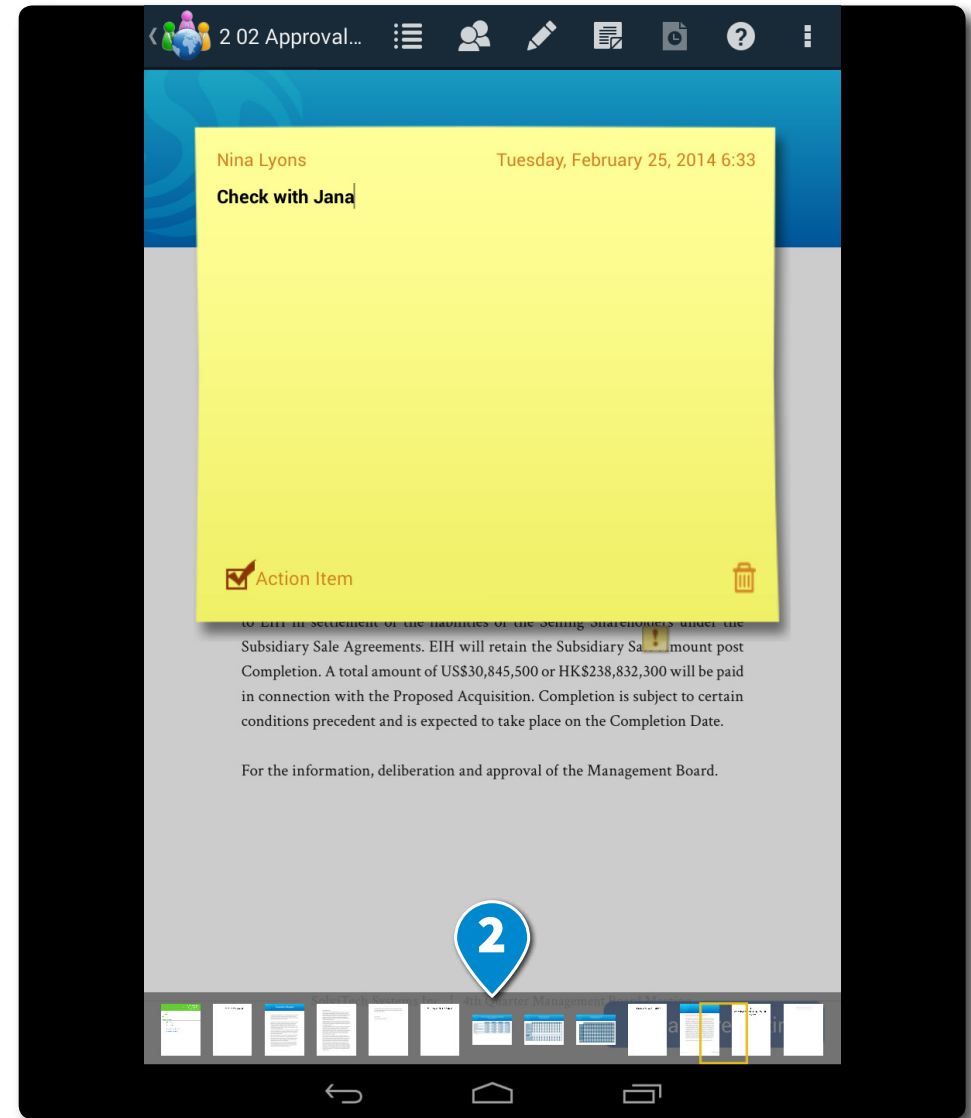


Meetings Thumbnail View

1. While viewing an open document, tap on the screen.

The thumbnail image of every page is displayed. Find the page you want to jump to or view. You can scroll horizontally to browse through the thumbnail images.

2. Tap the **thumbnail image** of the page you want to view.





Meetings Search Text

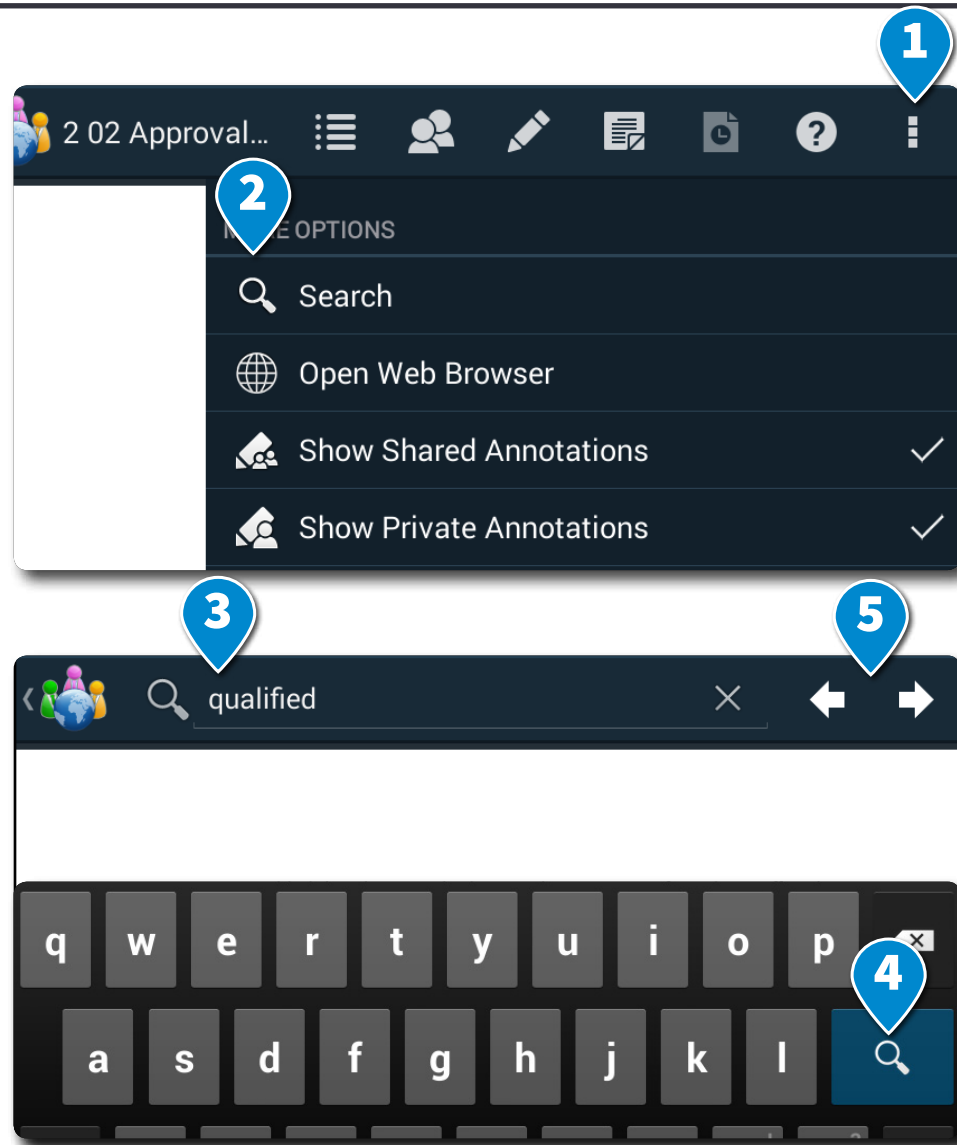
While viewing a document, participants can search for key words in meeting documents and materials.

1. Tap the **More** menu.
2. Tap **Search**.
3. Specify keyword/s on the search field.
4. Tap **Search**.
5. Use the left and right arrows to go to the previous and next matching words, respectively.

--

*If you are the presenter, the participants who are following you will follow your page navigation and even the highlighted words resulting from the search.

*If you are following the presenter, while searching, you'll unfollow the presenter if the highlighted words are not on the same page as the presenter's.




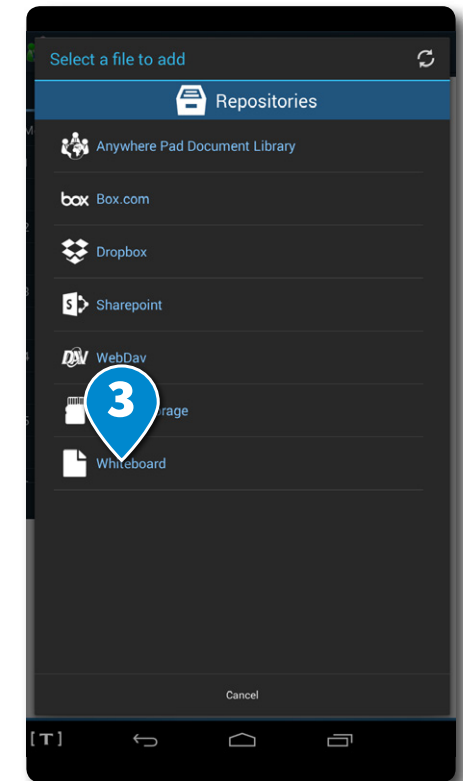
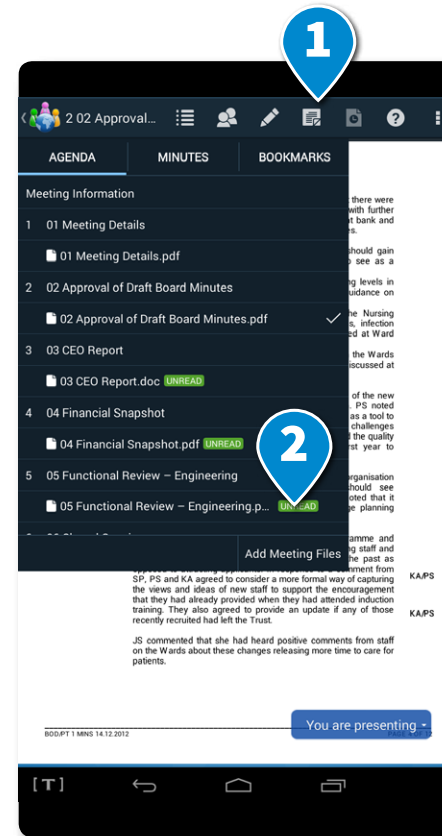


Meeting

Open a Whiteboard Discussion

While in a meeting, you can add a whiteboard to draw and brainstorm ideas with participants. To add a whiteboard to the meeting:

1. Tap  on the menu.
2. Tap **Add Meeting Files**
3. Tap **Whiteboard**.
4. Specify a title for the whiteboard (*optional*) then tap **Add**.
5. A whiteboard is added to the end of the agenda list.



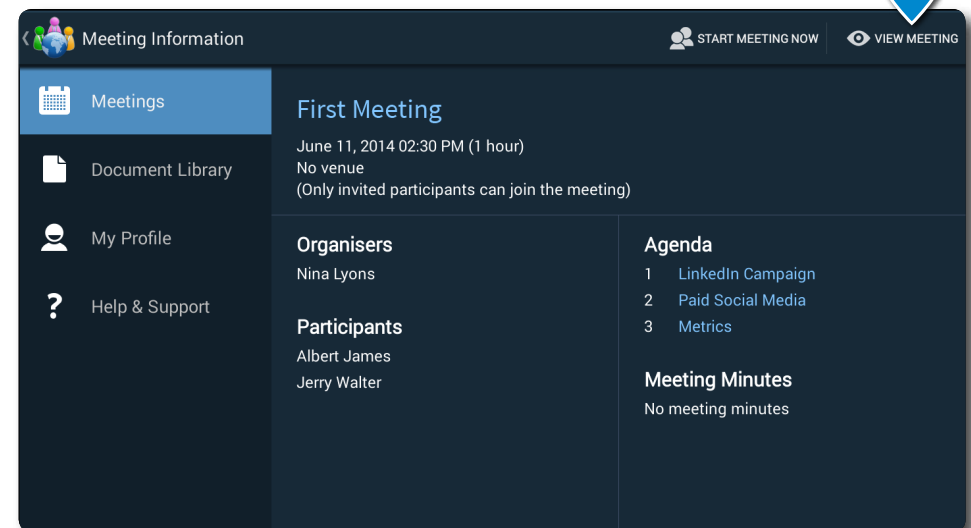
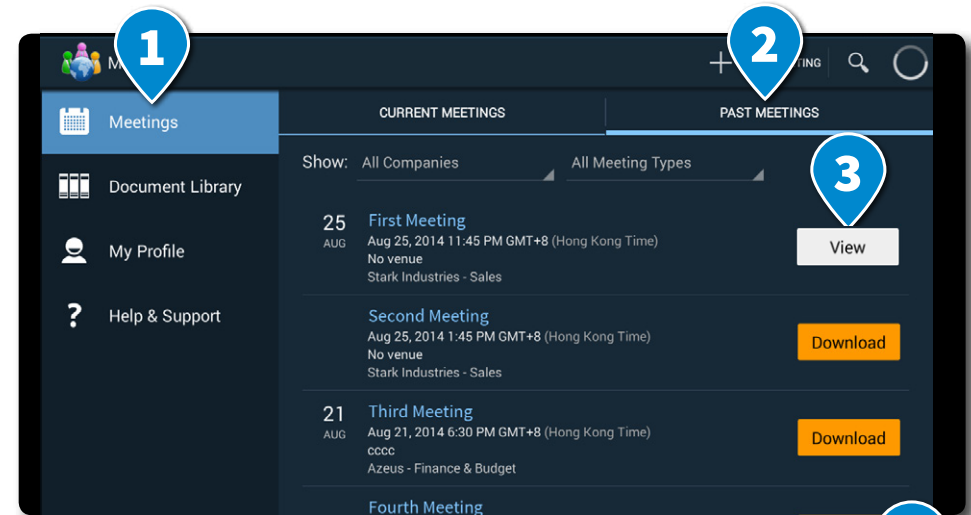


Meetings

Review Previous Meetings

All annotations and notes are auto-saved and can be reviewed anytime in Anywhere Pad.

1. In the **Anywhere Pad app**, tap **Meetings**.
2. Tap **Past Meetings** tab.
3. Select the meeting you would like to review by tapping **View** or **Download** when the meeting has not been downloaded before. Details of the meeting are displayed.
4. Tap **View Meeting**.





Meetings

Review Previous Meetings

Meeting Summary Email

Once a meeting has ended, a summary email will be sent to all participants of the meeting with the following details:

- Meeting title
- Actual date / time of the meeting
- Meeting host
- Participants who are present
- Action items
- Link to review meeting on the web portal
- Link to download the annotated PDF of the meeting

Anywhere Pad - Meeting Summary

Dear Daniw De Leon,

Please find the meeting summary and notes for the meeting you have just joined.

Meeting Title: **Board Meeting**
Date/Time: December 20, 2013 11:15 PM - December 20, 2013 11:30 PM GMT+8 (0.25 hrs)
Host: Daniw De Leon
Present: Daniw De Leon, Albert James, Francis Dale, Jerry Walter

Action Item

1. Report on the Proposed Acquisition
 - o Need to consider restructuring schedule

To review the meeting on Anywhere Pad, click the following button:

Review Meeting on Anywhere Pad

To download the meeting as a single PDF with annotations and notes, click the following button:

Download Meeting PDF with Annotations and Notes

Thank you.

Anywhere Pad Team

Having trouble joining the meeting? Email us at support@anywherepad.com.



Meetings

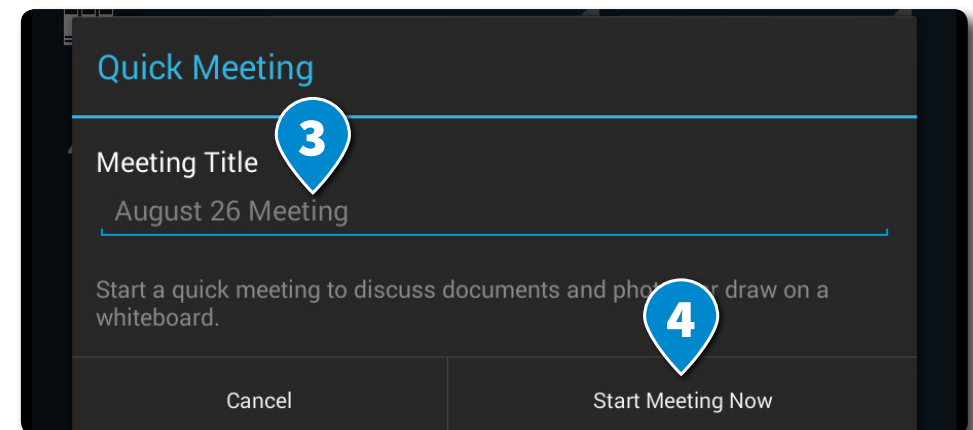
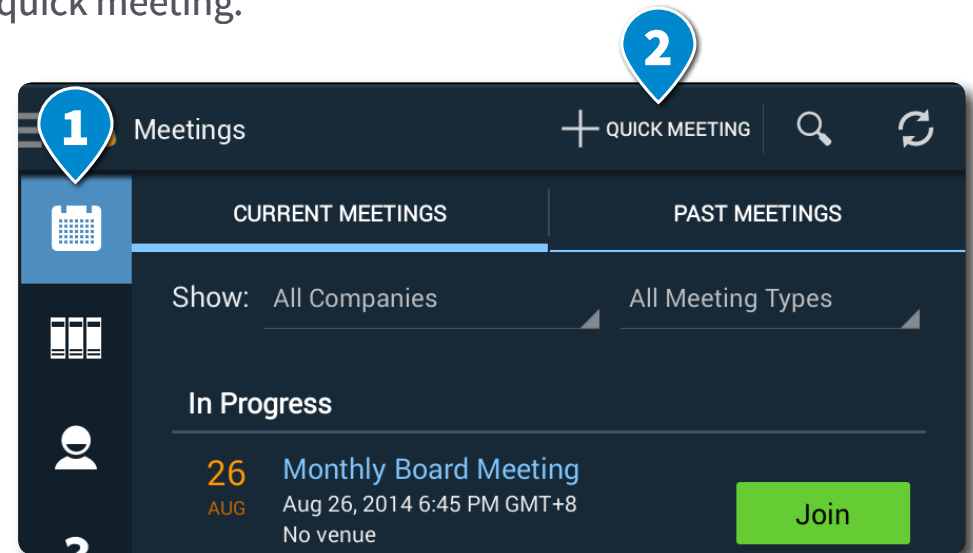
Start a Quick Meeting

You can start a quick meeting that is anchored on a document, file, image or photo, or just gather some thoughts on a topic. The following sections describe the ways to start a quick meeting.

Open a Whiteboard Discussion / Meeting

Whiteboard meetings have no agenda and no documents. They are designed for quick collaboration and ad hoc discussions.

1. In the **Anywhere Pad app**, go to the **Meetings** tab.
2. Tap **+ Quick Meeting** on the action bar.
3. Type or input the title of the meeting (*optional*).
4. Tap **Start Meeting Now**.





Meetings

Start a Quick Meeting

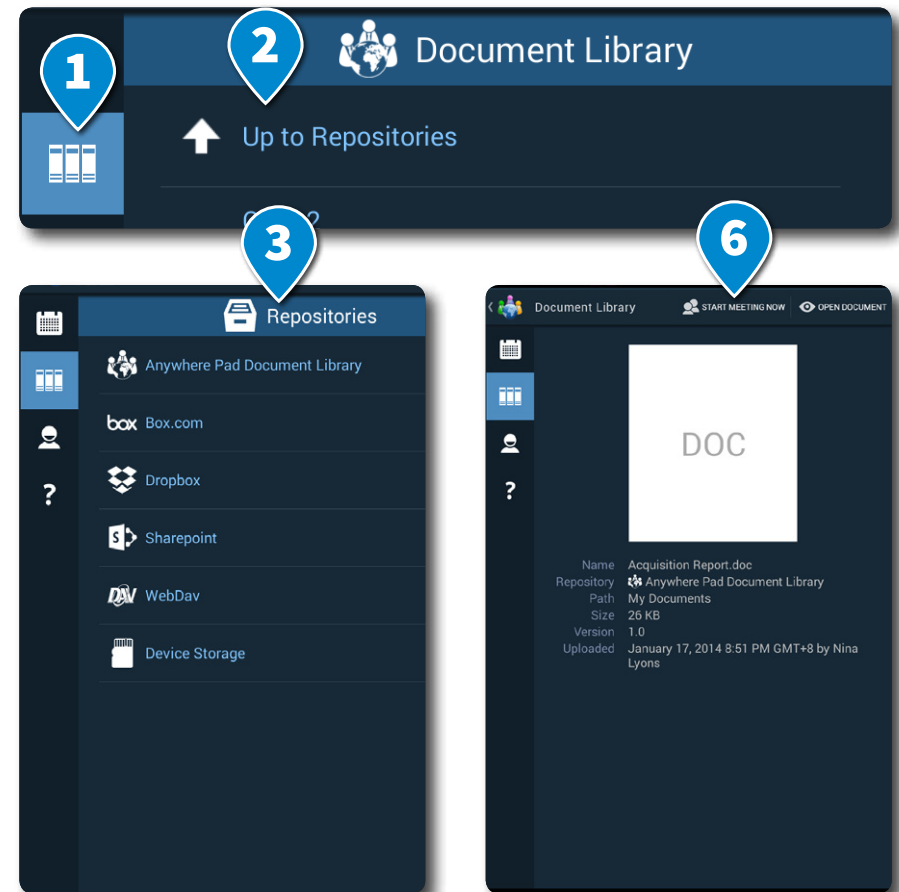
Start a Quick Meeting Using Files in a Document Repository

You can also quickly start meetings using a single document or file in your **Anywhere Pad web portal, Dropbox, Box or SharePoint*** account.

1. In the **Anywhere Pad app**, tap **Document Library**.
2. Tap **Up to Repositories** for **Android**
3. Choose the file repository: **Anywhere Pad Document Library, Box, Dropbox, or SharePoint**.
4. For first time access to **Box, Dropbox, or SharePoint**, you will be prompted to sign in. The account will be remembered for future access **.
5. Tap the document you want to meet on.
6. Tap **Start Meeting Now**.

*SharePoint access is only available to enterprise users.

If you need to sign in to a different account, please refer to the help topic **Unlink Box or Dropbox Account.

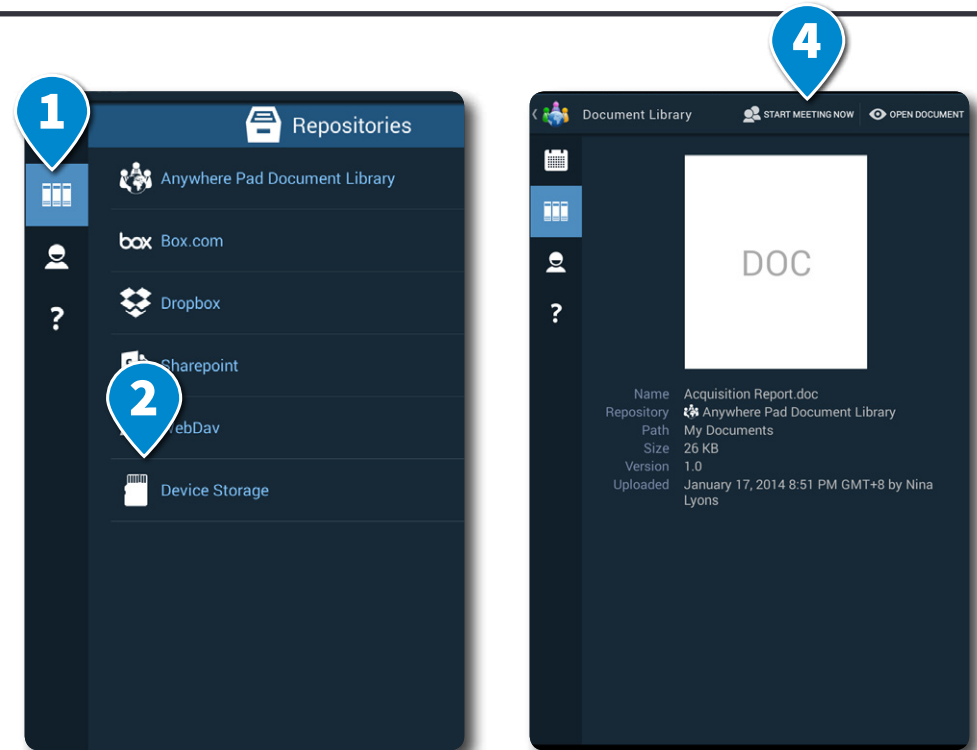




Meetings

Start a Quick Meeting Using Device Storage

1. In the **Anywhere Pad app**, tap **Document Library**.
2. Tap **Device Storage**.
3. Select an image or file from your device's storage library, and it will automatically become a meeting file.
4. Tap **Start Meeting Now**.






Meetings

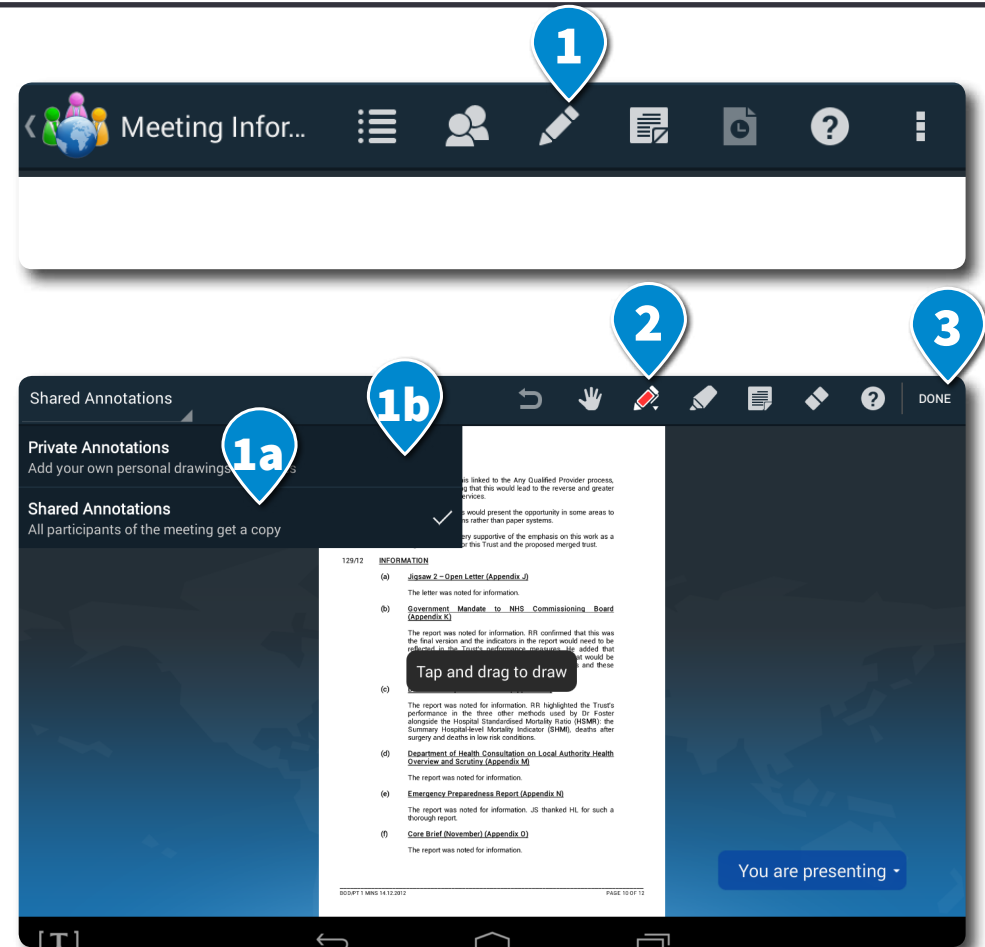
About Shared and Private Annotations

You can make shared and private annotations and notes.

Shared annotations and notes can be viewed by all participants of the meeting. But you cannot edit a shared annotation made by another participant.

Private annotations and notes can only be viewed and changed by the participant who added them.

1. Tap  on the toolbar to turn on the annotation mode.
 - a. To change to shared annotations, which other users can view, tap **Private Annotations**, then tap **Shared Annotations**.
 - b. To change to private annotations, which only you can view, tap **Shared Annotations**, then tap **Private Annotations**.
2. Choose an annotation tool and make your annotations.
3. Tap **Done**.



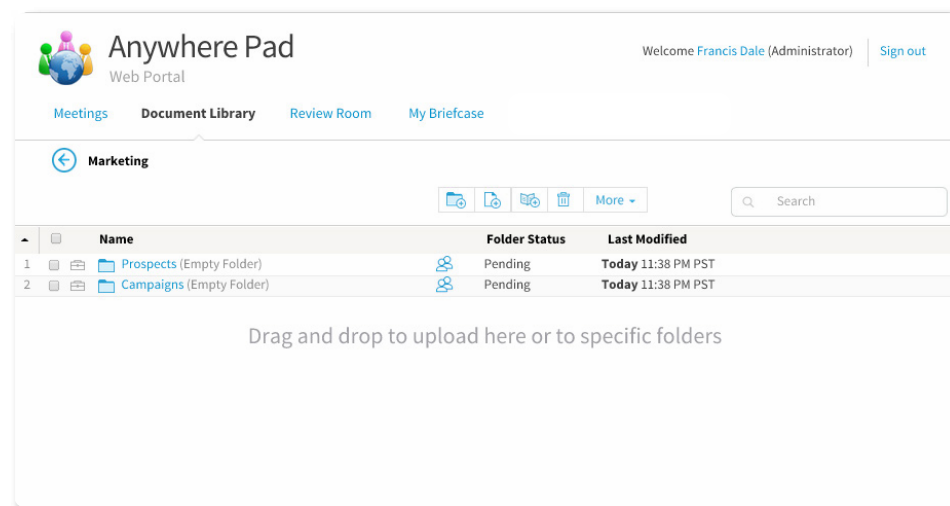


Documents

About Documents

Aside from being a place where you can manage meetings, the Anywhere Pad web portal serves as a document repository where you can upload, organise, share files* with other users, and control who has access. Using the Anywhere Pad app, you can access your documents and files on the web portal to view, annotate, or add to a meeting. You can also link them to the meeting agenda when scheduling meetings on the web portal.

The Document Library will provide the organisation with a central hub for securely sharing board and committee documents to its members.



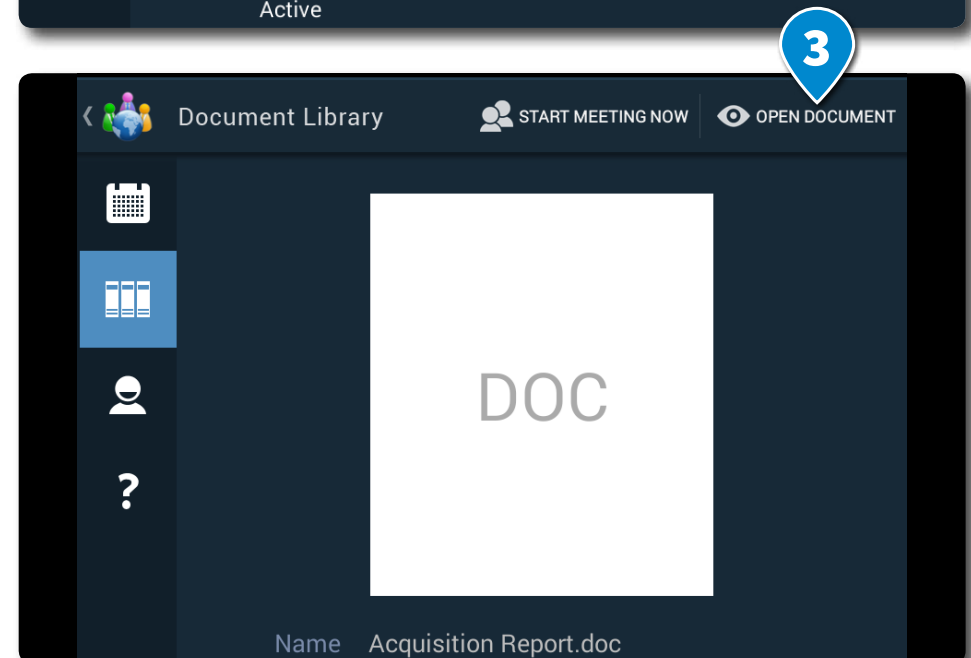
*Anywhere Pad supports Microsoft Office 2003 & 2007 (Word, Excel, Powerpoint), PNG, JPEG, and PDF files.



Documents

View Documents

1. In the mobile app, tap **Document Library**. By default, the app displays the files in your Anywhere Pad document repository.
2. To view documents in other repositories such as *Box*, *Dropbox*, or *Sharepoint*:
 - a. Tap **Up to Repositories** for Android
 - b. Choose the file repository.
 - c. For first time access to *Box*, *Dropbox*, or *Sharepoint*, you will be prompted to sign in. The account will be remembered for future access.
3. Tap **Open Document**.



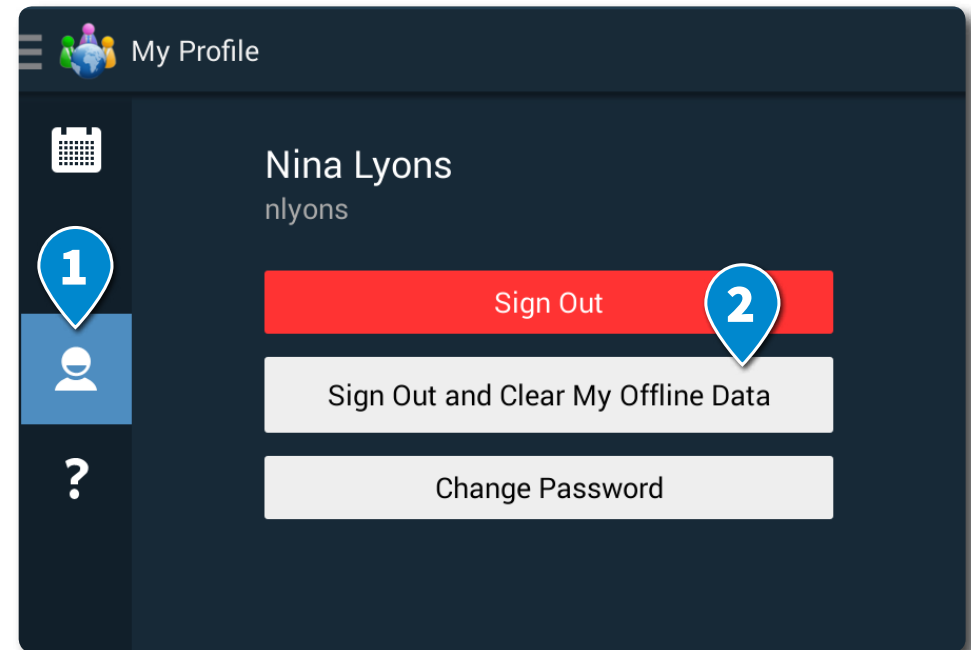


My Profile

Sign Out & Clear Offline Data

On the mobile application, you can clear saved data to prevent unauthorised access to data in case you leave the device unattended.

1. Tap **My Profile** tab.
2. Tap **Sign Out and Clear Offline Data**.





My Profile

Unlink Box or Dropbox Account

Box.com:

1. In your web browser, go to *Box.com*.
2. Log in to the account used in Anywhere Pad.
3. Click on the **cloud icon** (Apps).
4. Click **My Applications**.
5. Look for the **Anywhere Pad** then click **x** to unlink.

Dropbox:

1. In your web browser, go to *Dropbox.com*.
2. Log in to the account used in Anywhere Pad.
3. Click your **account name** in the upper right and click **Settings**.
4. Go to the **My Apps** tab.
5. Look for **Anywhere Pad** then click **x** to unlink.